

OTE 85-1205

12 March 1985

MEMORANDUM FOR: HOME/OL

FROM:

Executive Officer/OTE

SUBJECT: Allocation of Parking Spaces

1. In accordance with your request of 5 March 1985, I have attached OTE's requirements for parking spaces. We expect to assign approximately staff employees to that facility and they will be training at any given time approximately 135 students.

2. Please contact Chief, Administrative Division, OTE on extension if there are any questions concerning OTE's response.

~~CONFIDENTIAL~~  
151

Attachment

Distribution:

Orig and 1 - Adse  
1 - EXO Chrono  
2 - C/AD

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Allocation of Parking Spaces

FROM: OMB/HOME/OL  
1J45 HQS

EXTENSION

NO.

OL-10042-85

DATE

5 MAR 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDA/OTE  
1025 C of C  
Attn: [redacted]

3/6

[initials]

2.

3. OMB/HOME/OL  
1J45 HQS  
ATTN: Ruth

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM  
1-79610 USE PREVIOUS  
EDITIONS

5 March 1985

MEMORANDUM FOR: Executive Officer, OTE/DDA

STAT FROM:

Chief, Headquarters Operations, Maintenance  
and Engineering Division (HOME/OL)

STAT SUBJECT: Allocation of Parking Spaces

STAT 1. The Headquarters Operations, Maintenance and Engineering Division (HOME/OL), is preparing for the allocation of parking spaces. Before we can proceed any further, however, specific data is required from Agency components. This is most critical as effective with the upcoming allocation all vehicles entering the compound "must" have a valid parking permit. In this regard, you are requested to provide the following information on the attached form:

a. The number of supergrades (SIS-1 and up).

b. The number of employees (GS-15 and below).

The population figures for your component should also be recorded on the attached form. Your current authorized staffing complement, as of 1 March 1985, should be used for compiling these figures. PCS returnees, contract employees, consultants, and part-time employees should be included in your planning; however, you must exclude summer employees.

STAT 3. Carpool permits must be applied for

STAT SIAI Carpools must consist of three or more people.

STAT 4. Please forward the information requested in the preceding paragraphs to the Headquarters Operations and Maintenance Division, Room 1J45 Headquarters, on or before 11 March 1985. For additional information or assistance contact

Attachment

OL-10042-85

STAT

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Karpis

Attached are the ISD  
estimates for people

STAT

Date 11 Nov 85

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